

NOTICE:

REQUEST FOR:

- (i) CORRECTION OR DELETION OF PERSONAL INFORMATION**
- (ii) DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION**

In terms of Regulation 3 of POPIA

- 1) A data subject who wishes to request a responsible party in terms of section 24 (1) of the Act to: -
 - a) correct or delete the personal information about him or her which is in the possession or under the control of the responsible party as contemplated in section 24 (1) (a) of the Act; or
 - b) destroy or delete a record of personal information which the responsible party is no longer authorized to retain as contemplated in section 24 (1) (b) of the Act, must make the request in writing on a form which corresponds substantially with Form 2 to the Annexure and submit the request to the responsible party.
- 2) The responsible party, or a person designated for that purpose by the responsible party, must assist, to the best of his or her ability, any person who requires assistance with the completion of **Form 2** to the Annexure. **Form 2 is included in the PAIA manual.**

PLEASE INSERT THE CHANGES IN FORM 2 AND SEND BACK TO:

informationofficer@fhbc.co.za

Date	Compiled by	Information Officer Approval	Page 1 of 1
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